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History

AFWA HISTORY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HO (Mr. Gerald A. White, Jr.)
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This Instruction implements Air Force Instruction (AFI) 84-101, *Historical Products, Services and Requirements* and AFI 84-105, *Organizational Lineage, Honors, and Heraldry* within the Air Force Weather Agency (AFWA). It provides guidance for distribution of AFWA mission documentation to the Air Force Weather History Office (HQ AFWA/HO). It directs the preparation and submission of periodic historical activity reports by directorates, staff agencies, subordinate units, detachments and operating locations. It directs the preparation of periodic histories in accordance with RCS: HAF-HO (A&SA)7101, *Historical Report*, by subordinate units of AFWA. It provides guidance for requesting unit emblem changes. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. It has been substantially revised to better describe specific responsibilities and processes in the execution of the AFWA history program. It prescribes the use of AFWA Form 84, *AFWA Historical Activity Report (HAR)*.

1. Responsibilities.

- 1.1. The AFWA Commander approves the periodic AFWA history.
- 1.2. The Chief, HQ AFWA/HO manages:
 - 1.2.1. The collection of historically significant records documenting AFWA's mission and maintenance of an archive for reference and research purposes.
 - 1.2.2. Preparation, coordination, and distribution of the periodic AFWA history.
 - 1.2.3. Oversight of AFWA subordinate unit history programs.

- 1.2.4. Review and forwarding of all AFWA emblem and organizational flag change requests to the Air Force Historical Research Agency (AFHRA) for approval.
- 1.3. AFWA directors, staff agency chiefs, and detachment/operating location (OL) commanders/chiefs prepare a semi-annual HAR and forward a copy to HQ AFWA/HO.
- 1.4. AFWA subordinate unit commanders:
 - 1.4.1. Appoint, in writing, additional-duty historians and forward a copy of the appointment to HQ AFWA/HO.
 - 1.4.2. Approve the periodic history for their unit.
- 1.5. AFWA subordinate unit additional-duty historians prepare, coordinate, and distribute the periodic history for their respective unit.

2. Mission Documentation Collection.

- 2.1. Access. AFWA historians will be granted access to all mission documentation including that maintained on web servers and local area network drives commensurate with their security clearances and within the constraints of applicable privacy and/or privileged information guidelines.
- 2.2. Distribution. Offices of primary responsibility (OPR) should ensure automatic distribution of key mission documentation to their respective historian. AFWA OPRs will forward recurring reports, primary program documents, and other significant decision and/or action records to HQ AFWA/HO including, but not limited to:
 - 2.2.1. Special orders and appointments of command.
 - 2.2.2. Policy review, executive council, and offsite meeting minutes, records, and briefing slides.
 - 2.2.3. Policy letters and directives.
 - 2.2.4. Lead command planning, resource allocation, and fielding plans, minutes, and briefings.
 - 2.2.5. Operational assessment and test resource plans.
 - 2.2.6. Special studies, reports, analyses, and white papers.
 - 2.2.7. Handbooks, pamphlets, and technical papers.
 - 2.2.8. Recurring reports (i.e., One-liners, SITREPS, etc.).
 - 2.2.9. Financial management meeting minutes and fiscal year reports.
 - 2.2.10. Command Section read files.
 - 2.2.11. Unit and professional individual award nomination packages.
 - 2.2.12. Inspection and staff assistance reports, findings, and responses.

3. History Reports.

- 3.1. All AFWA directors, staff agency chiefs, and detachment/OL commanders/chiefs will:
 - 3.1.1. Submit semi-annually a completed HQ AFWA Form 84, *AFWA Historical Activity Report (HAR)* (see [Attachment 2](#)). Each OL commander/chief will submit their HAR via their appropriate HQ AFWA director.

- 3.1.1.1. Submit a HAR covering the period 1 January to 30 June no later than 31 July of that year.
 - 3.1.1.2. Submit a HAR covering the period 1 July to 31 December no later than 31 January of the next calendar year
- 3.1.2. Each HAR will:
- 3.1.2.1. Summarize and document the mission, resources, and significant activities of the reporting work center, i.e., directorate, staff agency, detachment, or OL during the reporting period in the HAR. Contractor resources will be listed in Block 3b.
 - 3.1.2.2. Include information on significant changes in manning, facilities, equipment; start of new programs, operations or capabilities; development of training programs; and the testing and/or fielding of equipment.
 - 3.1.2.3. Provide the “who, what, when, where, why, and how” of issues presented and include a point of contact, including full name, office, and phone number, for the reported issue or event.
 - 3.1.2.4. List the full names, ranks, and titles of key work center personnel (i.e., director, deputy director, division chiefs) as of the close of the reporting period. Note the dates key personnel assume and leave positions during the reporting period. Include information on new or departing key personnel such as previous position or new assignment. Attach a biography of the senior work center leader.
 - 3.1.2.5. Attach supporting documentation, such as plans, special orders, letters, point papers, after-action/end-of-tour reports, and staff assistance or other inspection reports, to substantiate the issues or events reported. It is not necessary to attach documentation previously distributed to HQ AFWA/HO. Photographs may be attached in hard copy or provided electronically (e-mail, diskette, etc.).
- 3.1.3. Classify and mark the HAR as warranted by the information included and in compliance with applicable security directives. An unclassified (regardless of administrative handling caveats) HAR is preferable, but the HAR may include information classified up to and including Secret.
- 3.2. Periodic History:
- 3.2.1. HQ AFWA/HO:
 - 3.2.1.1. Prepares, coordinates, and distributes a periodic history of AFWA in accordance with AFI 84-101.
 - 3.2.1.2. Provides training, guidance, and oversight for AFWA subordinate unit history programs.
 - 3.2.1.3. Prepares an annual written quality assessment of AFWA subordinate unit periodic histories and forwards copies of the assessment to the AFWA commander and the respective subordinate unit commander.
 - 3.2.2. AFWA subordinate unit additional-duty historians:
 - 3.2.2.1. Prepare, coordinate, and distribute an abbreviated annual history for their respective unit in accordance with AFI 84-101.

- 3.2.2.2. Coordinate preparation of any historical report other than an annual history with HQ AFWA/HO.
- 3.2.2.3. Distribute, as minimum, copies of the periodic history to AFHRA and HQ AFWA/HO.
- 3.2.2.4. Maintain copies of all periodic histories for their respective unit.
- 3.2.2.5. Maintain their respective unit's approved unit emblem documentation.

4. Emblems

- 4.1. AFWA units that are authorized unique emblems:
 - 4.1.1. Maintain records of approved unit emblems.
 - 4.1.2. Submit proposals for new or redesigned emblems to HQ AFWA/HO.
- 4.2. HQ AFWA/HO:
 - 4.2.1. Reviews AFWA unit proposals for new or redesigned emblems for compliance with Air Force directives.
 - 4.2.2. Coordinates and forwards AFWA unit requests for new or redesigned emblems to AFHRA.

CHARLES L. BENSON, JR., Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 84-101, Historical Products, Services and Requirements
AFI 84-105, Organizational Lineage, Honors, and Heraldry
AFMAN 37-139, Records Disposition Schedule

Abbreviations and Acronyms

AFWA— Air Force Weather Agency
AFHRA— Air Force Historical Research Agency
HAR— Historical Activity Report
HO— History Office
HOI— Headquarters Operating Instruction
OL—Operating Location
OPR— Office of Primary Responsibility
POC— Point of Contact
RCS—Report Control Symbol

Attachment 2**SAMPLE HQ AFWA HISTORICAL ACTIVITY REPORT (HAR)****(Page 1)**

AFWA HISTORICAL ACTIVITY REPORT (HAR) OF FOR THE PERIOD TO		Report Control Symbol (RCS) HAF-HO (A&SA) 7101		
1. MISSION Attach photos and/or documents that substantiate or amplify data. Continue in block 7 or on a blank sheet if necessary.				
2. ORGANIZATION Continue in block 7 or on a blank sheet if necessary.				
Example				
3. RESOURCES				
A. WORK CENTER STRENGTH REPORTING (BEGINNING OF PERIOD-END OF PERIOD)				
	OFFICER	ENLISTED	CIVILIAN	TOTAL
AUTHORIZED				
ASSIGNED				
B. OTHER RESOURCES				
4. CHRONOLOGY List by date, significant events & accomplishments. Continue in block 7 or on a blank sheet if necessary.				

Attachment 2
Sample HQ AFWA Historical Activity Report (HAR)
(Page 2)

5. COMMENTARY Continue in block 7 or on blank sheet if necessary		
6. DOCUMENTATION List attachments (supporting photographs and documents). Continue in item 7 or on blank sheet if necessary		
7. CONTINUATION		
Example		
DATE	NAME & GRADE OF WORKCENTER HISTORICAL PROJECT OFFICER	SIGNATURE WK CTR HISTORICAL PROJECT OFFICER
DATE	NAME & GRADE OF WORK CENTER SENIOR LEADER	SIGNATURE OF WK CTR SENIOR LEADER